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| OFFICE OF THE REGISTRARSCHEDULING AND CURRICULUM |  |
| **X Course Creation Form:** **Enter X-Course Prefix/Number here**(Undergraduate Courses Only) |  |
| **I. Routing Information****Completed forms should be e-mailed to** **Curriculum@unlv.edu** |  |
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| To whom should we address comments/questions? |        |  |
|  | Contact’s e-mail address:  |        |  |  |
|  | Your Department Prefix: |        |  Your college:       |  |
| Justification for X-Course: |        |  |
| **II. Course Information** |  |
| **Re-enter X-Course Prefix/Number (e.g., AAS 101X):**       |  |
| Check if this is an Educational Outreach Course:       |  |
|  | Has this course been used before? | Yes  No  If yes, course #       | Semester offered:       |  |
|  | Course Title: |        |  |
|  | Abbreviated Title (25 Character Limit): |        |  |
|  Is this a Special Topic course? Yes  No  |  If yes, please list topic:       |  |
|  Prerequisites? Yes  No  |  If yes, Describe:       |  |
|  | Grading System: Letter Grade  Pass/Fail (S/F)  | Fixed Credits:       |  Variable Number:       |  |
| Is Course Repeatable? Yes  No  If Yes, for maximum of       credits. |  |
| Course Description:       |  |
| Will this course be used to fulfill a program or elective requirement? Yes  No  |  |
| If yes, please explain:       |  |
| **III. Scheduling Information** |
| When do you want course offered (e.g., Spring 2007)?       |
| Will this course need a general purpose room? Yes  No  |
| What is the Cap?       |
| **Day(s) and Time(s) of Course** |
| If your course is 3 credits: OR   |
| If your course is 2 credits: OR  |
| If your course is 0 or 1 credit:  |
| OR enter non-standard day(s) / time(s)       |
| **IV.Comments** |
| Is there anything else you would like to notify us of? |
| **V. Approval** |
|  | Approved | Name | E-mail address | Date |
| Instructor |  |            |       |       |
| Dept. Chair |  |            |       |       |
| Dean |  |       |       |       |
| **For use of the Registrar’s Office** |
|  | Initials | Date | Comments |
| Acalog: |  |       |       |
| SIS:  |  |            |       |
| TADA:  |  |       |       |